Frequently asked questions

1. How do I reference two or three authors?

When there are two or three authors for a reference, include all their family names in the in-text reference, in the same order that they are listed in the original source. Use the word 'and' to separate surnames in the body of your sentence, and '&' to do so in brackets.

Wahlstrom and Quirchmayr (2008) advocate for this system.

According to Campbell, Fox and de Zwart (2010, p. 11), students should tread carefully when using internet resources.

Students should tread carefully when using internet resources (Campbell, Fox & de Zwart 2010, p. 11).

2. How do I reference more than three authors?

If there are four or more authors, you should only use the first author's family name in the in-text reference followed by the term 'et al.' (a Latin abbreviation for 'and others').

This is observed by Solomon et al. (2008) in their climate change study.

However, all the authors' names **must** be included in your reference list, in the same order that they are listed in the original source.

3. How do I reference when there is no author and/or no year?

When no person is mentioned, include the title of the source or the authoring/sponsoring organisation in place of the author.

Oral presentations, like written assessment tasks, should contain an introduction, body, and conclusion (Learning and Teaching Unit 2010).

When no year of publication is given, use the abbreviation n.d. which stands for 'no date' in place of a year, or give an approximate year preceded by a c. which stands for 'circa'. However, be wary of using sources without years as it is harder to verify whether the information is relevant or outdated.

4. How do I reference information from one author (Author 1) which I have found in a book or journal article by another author (Author 2)?

Sometimes you will need to refer to authors whose work you encounter secondhand (i.e. mentioned in other people's work). You should mention both authors (Author 1 and Author 2) in your in-text reference, but only list the actual item you read (Author 2) in your reference list.

For example, if you read an idea by Bate (Author 1) in a source by McInnis (Author 2) you would need to mention both authors in your in-text reference.

Bate (cited in McInnis 2010, p. 13) states that…

…is more important (Bate, cited in McInnis 2010, p. 13).

However, in the reference list you should only list McInnis (Author 2, the source you read) and not Bate (whose idea you read about in McInnis).

5. How do I reference multiple sources by the same author published in the same year?

If an author has published more than one item in the same year, place a lower case letter of the alphabet next to the dates in your in-text referencing to distinguish between these separate publications.

> Stam argues this point eloquently (2005a) and reiterates it elsewhere (2005b).

You must also include these lower case letters in your reference list entries as well. The order in which you attach the letters should follow the alphabetical order of the titles of these sources.

6. What if there are two authors with the same family name?

Occasionally you will need to reference two different authors who share the same family name. To avoid ambiguity, include the authors' first initials after their family names in the in-text references.

> Shakespeare's play 'uses the technique of externalisation to anatomise an inner emotional struggle' (Smith, E 2007, p. 17).
>
> Lacan's work grounds 'personal identity and its discontents in language' (Smith, B 2010, p. 6).

7. How do I present exact quotations?

Short quotations of fewer than thirty words should be enclosed in single quotation marks ('...') and be accompanied by an in-text reference including a page number where possible. If you are referencing an online source without page numbers, just author and year will suffice.

> Research indicates that 'over a thousand autobiographies of childhood have been published in roughly the past fifteen years' (Douglas 2010, p. 1).

Longer quotations of more than thirty words should be presented without quotation marks and indented on both sides. A font one size smaller should be used.

> According to Barnett (2009, p. 219):
>> While some authors respond to the rise of technologies in the lives of humans by articulating anxieties through figures such as the mad scientist, or tropes such as the destruction of civilisation, others see in technology a promise ... of new and exciting ways of being and expressing the human in the face of co-evolution with technology.

The three dots after the word 'promise' (called an ellipsis) show that a word or words have been left out. Always introduce or transition into quotations using your own words to maintain the flow of your writing. If you quote another source directly without adding quotation marks (for short quotes) or indenting it as a block quote (for long quotes), this **may be identified as plagiarism**.

8. Where exactly do I put the full stop when quoting and/or referencing?

Full stops must always be placed at the very end of a sentence, after the quotation and/or in-text reference.

> Research indicates that 'over a thousand autobiographies of childhood have been published in roughly the past fifteen years' (Douglas 2010, p. 1).
>
> According to Barnett (2009, p. 219), several authors see technology as providing 'new and exciting ways of being and expressing the human in the face of co-evolution with technology'.

9. Can I reference two or more sources at the same time?

Yes. Use a semi-colon to separate the items in the in-text reference, and list the items alphabetically according to their authors' family names.

> Social networking has had a major impact on young people (Body & Ellison 2007; Hansford & Adlington 2009; Lenhart & Madden 2007).

If referencing multiple sources by the same author, present the items in chronological order (oldest to most recent) and separate them with commas.

> Buzan (2005, 2006, 2007) is a mind-mapping expert and enthusiast.

10. Can I paste the URL of a webpage into my essay as an in-text reference?

No. Harvard is an 'author-date' system. Follow the author-date in-text referencing conventions for all sources. If you are unsure how to reference a website because there is no author or year provided, follow the guidelines provided above for referencing sources without authors or years (FAQ 3).

11. How do I locate the URL on a pdf?

To identify the URL for a pdf, right click on the link to the pdf document, click Copy shortcut and then paste to the appropriate position in your Reference list entry. If there is no URL for the pdf, then use the URL of the site where the document was found.

12. How do I decide on the publication date for books?

With books available in a variety of formats, it is not always straightforward to identify a publication date. There may be more than one year listed. Use the date listed on the copyright page next to the copyright symbol ©. Ignore dates for reprints, reissues and impressions – these do not involve substantial changes to a book's content. The book itself is the most reliable source for the year.

13. How do I reference a reprint of a book?

In the case of a reprint of a book, use the year of publication, not the year of the reprint. This is because reprint means the content has not changed so the same edition is being used. However, if the book is revised or a new edition is published, then the year of the revision/edition is used as the content has changed in some way.

14. How do I reference an extract of a book?

If the book extract is published in an edited book then you can follow the same format for referencing a 'Chapter in an edited book'. If you are viewing an extract on a bookseller's website, where you are able to view an excerpt from the book, then you can follow the format for referencing the book itself including the usual information about author, date, title, publisher and place of publication.

15. How do I reference family names with a prefix?

Family names containing prefixes such as de, van, von or De, Van, Von should be listed in the reference list under D and V respectively. Thus if the author's name is Melissa de Zwart, her name would appear in the reference list under d (for de Zwart, M) not Z (for Zwart, MD). Also keep the prefix as part of the surname in-text.

> de Zwart (2012) notes...
>
> de Zwart, M 2012, 'NRL v Optus in the full federal court...

16. How do I reference a name with a suffix?

If a name contains a generational suffix such as Junior, do not include the suffix in-text but identify it in your reference list.

...depiction of war (Vonnegut 1966).

Vonnegut, K Jr 1966, *Mother night*...

Similarly, names containing generational suffixes such as II, III, or IV should be referenced as above.

...ethical considerations (Smith 2012).

Smith, GP II 2012, *Law and bioethics: along the mortal coil*...

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17. How do I reference hyphenated names?

If an author's family name is hyphenated, include the hyphen in your referencing.

...economic considerations (Pitt-Watson 1991).

Pitt-Watson, D 1991, *Economic short termism*...

If the given name is hyphenated, include the hyphen in your reference list.

...existential considerations (Sartre 1944).

Sartre, J-P 1944, *No exit*...

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18. Can I copy an image from any source and use it in my assignment?

Permission is not required to include images (such as photographs, illustrations, graphs, figures and tables) in work you submit for assessment purposes. However, the image must be referenced both in-text and in the reference list following the standard format.

However if your work will be made available outside the UniSA community, (such as posting on a public website, or artwork that may be publicly exhibited or sold), then you will need to seek permission. Further guidance can be found at The Australian Copyright Council website.